

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: December 15, 2004

LEAVE ACCOUNTING LETTER #04-029
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF**

The automated process to update the CLAS for Holiday Informal Time Off will run on December 28, 2004.

Per the Department of Personnel Administration's Personnel Management Liaison Memo #2004-068, Holiday Informal Time Off (HOL ITO) will be posted for all full and part-time employees, with the exception of the Judicial Council and the Department of Education, Special School's academic teachers.

Intermittent employees are not included in the automated update process, since the amount of HOL ITO earned is based on the total number of hours worked in December. Once the agency determines the correct amount of HOL ITO due each intermittent employee, the transaction (HI05) may be posted using the B50-Leave Benefit Transaction Entry screen.

If you have any questions regarding this memo, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:DK:CLAS